



Republic of the Philippines
BATANGAS STATE UNIVERSITY JPLPC-Malvar
Malvar, Batangas

Tel. Nos.: (043) 778-2170/ (043) 406-0830 loc. 104

Website Address: <http://www.batstate-u.edu.ph>

Human Resource Management Office

Batangas State University is seeking application from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following positions:

Position	:	(1) Administrative Aide VI (Under Job Order Status; To be assigned at the Accounting Office)
Salary Grade	:	6 (105.85/hour)
Education	:	Graduate of Business or Accounting-related courses
Experience	:	N/A
Training	:	N/A
Expertise	:	Knowledgeable in journalizing, proper usage of ledgers, bank reconciliation

Duties and responsibilities :

- Preparation of Bank Reconciliation (monthly);
- Updating of General Ledger (4 Funds);
- Preparation of Cash and Check Disbursement Journal monthly;
- Updating of Subsidiary Ledger of Cash in Bank, Collecting Officer, and other accounts;
- Computation of depreciation of all property, plant, and equipment monthly;
- Updating of property ledger card;
- Checking of student assessments every semester and counter-checking of CHED billing statements;
- Updating of subsidiary ledgers for RTF (Other Payable Accounts);
- Perform other duties as may be assigned by the immediate supervisor.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo thru Dr. Expedito V. Acorda, Executive Director**, together with updated resume, PDS, TOR, diploma, and other credentials at hrmo.malvar@g.batstate-u.edu.ph . Submission of application is on December 10, 2020 to December 19, 2020.

The above position is for immediate hiring. Terms and conditions of employment will be discussed during interview. For additional information you may also call (043) 778-2170 local 104 or (0920) 678 4223



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Education	:	Graduate of Business or Accounting-related courses
Experience	:	N/A
Training	:	N/A
Expertise	:	Knowledgeable in income taxation, costing of inventories, bookkeeping, bank reconciliation and preparation of BIR form 2316
Duties and responsibilities	:	<ul style="list-style-type: none">➤ Preparation of Ledger Card for Office Supplies Inventory, Medical, Dental, and Lab Supplies Inventory, and IGP Inventory monthly;➤ Costing of inventoriable items of medical, dental, laboratory supplies, office supplies, and merchandise inventory;➤ Assist in preparation and distribution of pay slips of guest lecturer, job-order, and overload of faculty;➤ Checking and preparation of liquidation reports for all cash advances;➤ In-charge with the E-filing and e-payment to BIR (1601C, 0916E, 1600, 1601EQ) monthly;➤ In charge with e-filing of 1604CF and 1604E annually;➤ Computation of withholding taxes of employees & in-charge with consolidation of withholding taxes annually;➤ Preparation of disbursement vouchers & journal entry vouchers for all claims of payments received, and preparation and encoding of taxes (2306 & 2307);➤ Perform other duties as may be assigned by the immediate supervisor.

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